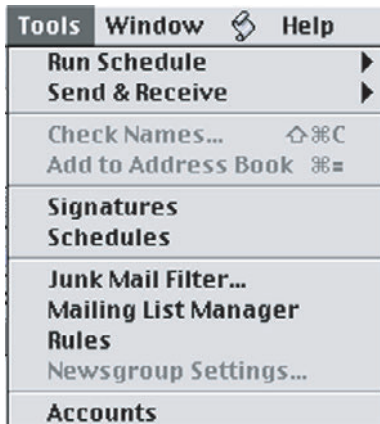
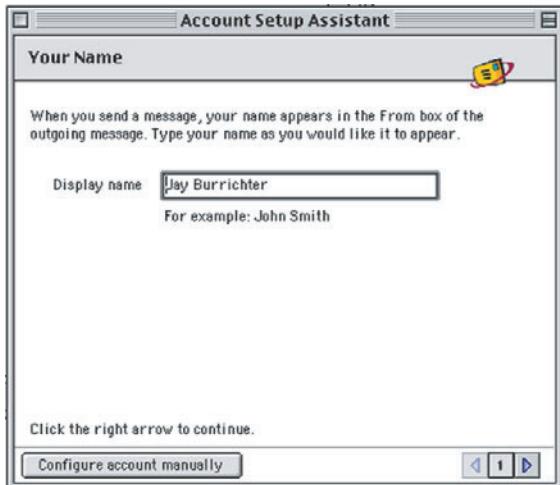


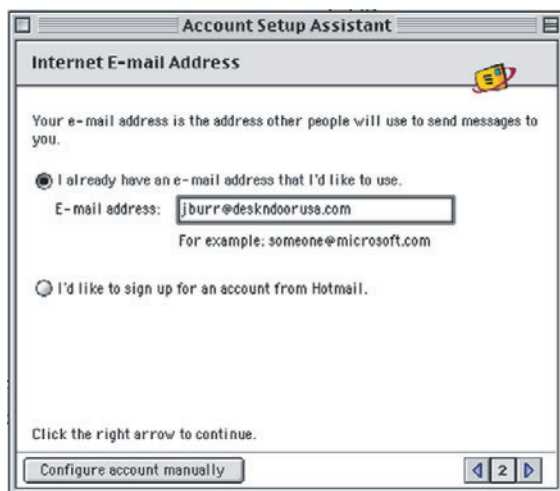
YourName@deskndoorusa.com



1. Open your Outlook Accounts Setup.  
(In the "Tools" menu, go to "Accounts".)  
Create a new identity.



2. If you use the Account Setup Assitant, the first panel asks for your  
**Display Name**  
When you send a message, your name appears in the From box of the outgoing message. Type your name as you would like it to appear.  
ie. **Jay Burrichter**



3. **Internet E-mail Address**  
Enter your **full** email address.  
ie. **jburr@deskndoorusa.com**

# How To Set Up Email in Outlook

YourName@deskndoorusa.com

**Account Setup Assistant**

**E-mail Server Names**

Outlook Express can check e-mail using a variety of protocols. Select the type of server you use to receive incoming mail. Most Internet service providers use POP servers.

My incoming mail server is a(n) **POP** server.

Incoming mail (POP, IMAP) server:  
mail.deskndoorusa.com

Outgoing mail (SMTP) server:  
mail.deskndoorusa.com

Click the right arrow to continue.

Configure account manually

4. Be sure that you are setting up a POP incoming mail server.

**Incoming Mail Server (POP)**

*mail.deskndoorusa.com*

**Outgoing Mail Server (SMTP)**

*mail.deskndoorusa.com*

**Account Setup Assistant**

**Internet Mail Logon**

Type the account name and password your Internet service provider has given you.

Account ID: jburr@deskndoorusa.com

Note: the account ID is not your e-mail address. Typically, it is the text in your e-mail address before the @ symbol.

Password: \*\*\*\*\*

Save password

Note: to check your e-mail without entering your password each time, select the Save password check box.

Click the right arrow to continue.

Configure account manually

5. **Account ID**  
ie. *jburr@deskndoorusa.com*

**Password**

Enter your password.

**Account Setup Assistant**

**Congratulations**

You have successfully entered all of the information required to set up your account.

Please enter a name for this account below. This name is used only for display purposes.

Account name: Jay Burrichter

If you would like to include this account in your "Send & Receive All" Schedule for checking mail, select the check box below.

Include this account in my "Send & Receive All" schedule

To save these settings click Finish.

**Finish**

Note: Schedules are available from the "Tools" menu

Configure account manually

6. **Account Name**  
If you have multiple email account used in Outlook, you can identify your Account Name  
ie. *Jay Burrichter, Work, Personal, etc.*

